

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Central Indiana Education Services Center (CIESC)

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	Non-compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 5:1	Satisfactory		

ACTION NEEDED: NONE

All tutors employed by this provider are current, licensed teachers employed by the school districts in which the provider works (thus, background checks were on file for each tutor with the district but were not conducted by CIESC directly). CIESC utilized one retired teacher and the teacher's background check was completed well before tutoring sessions began. Provider submitted a corrective action plan detailing how it will ensure that it will conduct its own criminal background checks prior to each tutor's beginning to work with children.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: CIESC
REVIEWER: MC

DATE DOCUMENTATION RECEIVED: January 26, 2007

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	Tutor resumes Tutor evaluations	X		Tutors are certified teachers, matching description in original provider application. Tutor evaluations are clear and comprehensive.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	Advertising flier Program description for parents	X		Flier is appropriate; information provided is clear for parents, accurate, and reflects lesson plans and instruction observed.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plan Specific connections to Indiana standards	X		Lesson plans reflect similar instructional methods and lesson structures that were observed during the on-site visit. Lesson plans specifically describe standards that are covered during each lesson. Standards covered are broken down by grades for each lesson plan.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Sample progress reports Documentation of reports sent	X		Documentation indicates that reports are sent monthly—timeline matches description in provider's original application. Progress reports include assessments given and comments on student progress.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: CIESC

SITE: Abraham Lincoln Elementary (MSDPT)

TUTOR'S INITIALS (ALL TUTORS OBSERVED): KT, SH

NUMBER OF LESSONS OBSERVED: 2

DATE: January 23, 2007

REVIEWER: MC/ST

TIME OF OBSERVATION: 4:00-5:00

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Children worked in small group with instructor. Lessons were well-structured and reflected Indiana Academic standards. Lessons included conceptual and thematic units and individual and group work. Instructors engaged students in various activities, including question and answer, a measurement activity, working with the whiteboard, and working independently.
Instruction is clear	X		Students understood what was expected of them, and the lessons were structured in such a way that made it clear to students what was being taught and what activities they were supposed to engage in. Instructors offered students a chance to ask questions if they did not understand concepts. Groups were split by age to ensure that instruction was age-appropriate.
Time on task is appropriate	X		Instructors ensured that students were engaged at all times, including during group and individual work. Students remained constantly on task, interacted with the instructors, and seemed interested in the topics taught.
Instructor is appropriately knowledgeable	X		Instructors were well aware of their lesson plans and of group needs. Instructors were certified math and reading teachers who clearly understood both their roles and the children's roles in the lessons. Instructors clearly demonstrated knowledge of academic standards; one instructor specifically mentioned to the students which standard was being covered and why. Instructors were proficient at using multiple strategies to teach concepts.
Student/instructor ratio: <u>5:1</u>	X		Application describes ratio as 5:1, small group instruction. Ratio observed matched description in original application.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: CIESC
REVIEWER: MC

DATE DOCUMENTATION RECEIVED: January 26, 2007

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Criminal background checks were conducted. However, some background checks were not completed prior to tutors working with students. (Provider submitted a corrective action statement explaining how it will prevent this from occurring in the future).		X
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	Student release policy Evacuation policy	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	State Board of Accounts audit State Board of Education status letter	X	